

Since 1854
Athens County Agricultural Society
P.O. Box 669
Athens, OH 45701-0669

Governing body: Board of Directors Date issued: January 3, 2012

Authorized by: _____ Revised date: n/a

Review dates: _____

Distribution: All Directors

SUBJECT: Money Management and Accountability

POLICY: In order to assure timely deposits and secured funds, the board secretary or treasurer shall receive and secure such funds as may be due the society.

PROCEDURES:

1. Funds due the society may initially be received by any member of the board of directors or authorized office staff.
2. Directors or authorized office staff will prepare a duplicate receipt with proper documentation for the payee and present the funds to either the secretary or the treasurer.
3. The secretary or treasurer will document receipt of the funds and issue a receipt for the received funds to the individual director or office staff.
4. The funds will be appropriately applied and documented by the treasurer.
5. Funds up to \$1,000 may be kept in a secure location to be deposited by the next business day, but no longer than three business days.
6. Funds over \$1,000 shall be deposited into the appropriate financial institution by the next business day.